



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20541

RQ-2

Ralph L. DePanfilis, Treasurer
Christopher Shays For Congress
98 East Avenue Rear Building
Norwalk, CT 06851

FEB 25 2003

Identification Number: C00215699

Reference: 30 Day Post-General Report (10/17/02-11/25/02)

Dear Mr. DePanfilis:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule A of your report indicates that your committee may have failed to file one or more of the required 48 hour notices regarding "last minute" contributions received by your committee after the close of books for the 12 Day Pre General Report. A principal campaign committee must notify the Commission, in writing, within 48 hours of any contribution of \$1,000 or more received between two and twenty days before an election. These contributions are then reported on the next report required to be filed by the committee. To ensure that the Commission is notified of last minute contributions of \$1,000 or more to your campaign, it is recommended that you review your procedures for checking contributions received during the aforementioned time period. The failure to file 48-hour notices may result in civil money penalties or legal enforcement action. If any contribution of \$1,000 or more was incorrectly reported, you must amend your original report with the clarifying information.

-On Schedule B of your report, you failed to provide the "purpose" for all itemized expenditures. Federal Election Commission (FEC) regulations require you disclose the purpose for each expenditure made by your committee to a person/ vendor in which the aggregate amount of payments